

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible secretarial position in relieving the fire chief of complex clerical work and office detail. Work involves responsibility for performing stenographic and clerical work in conjunction with ensuring that the fire chief is freed at all times of burdensome administrative details which can be handled by the secretary. Considerable independent judgment based on department policies and guidelines, along with strict confidentiality, are required of all incumbents. New assignments are normally received in the form of a statement of desired objectives. Supervision is exercised over unclassified clerical employees when required. General supervision is received from the fire chief and consists mainly of periodic checks for achievement of desired results.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Takes and transcribes dictation, prepares correspondence, interoffice forms, requisitions, and similar papers.

Sorts and allocates all mail delivered to the fire chief's office to the proper divisions or agencies. Answers correspondence which is not sent to particular sections or units and does not require attention of the superior.

Maintains frequent contacts for the executive with public and private professional persons and other officials.

Makes final appointments for superior, using judgment in making tentative appointments, calling back later to confirm the time arrangements, after superior has approved of schedules.

Attends board or commission meetings in order to transcribe minutes or record official actions and significant parts of discussions.

Makes arrangements for regularly scheduled conferences or staff meetings, or at the direction of the superior, makes arrangements for special meetings or conferences, notifying the conferees by telephone or by letter of the date, time, and place of the meeting.

Keeps superior's calendar, reminds him of scheduled appointments, and makes appointments for him in the manner prescribed.

Receives callers to the department, arranges for interviews where necessary, and handles routine matters personally.

Gathers source material for the preparation of reports, articles, speeches, and other matters. Assists superior in editing and writing copy. Reads and summarizes reports to facilitate review by the superior.

Devises and sets up basic clerical procedures and forms for the fire department.

Supervises all clerical, stenographic, and fire records clerks in the Baton Rouge Fire Department.

Performs related work as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation. **And** six (6) years of progressively responsible experience in varied stenographic, typing, and clerical work. At least two (2) years of the required experience must have been in a high level stenographic or secretarial position.

OR

Must have a degree from an accredited four (4) year college or university and two (2) years of progressively responsible experience in varied stenographic, typing, and clerical work in a high level stenographic or secretarial position.

Before appointment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

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